

Location:

| APPLICANT INFORMATION  |         |              |                      |   |                                    |
|--|---------|--------------|----------------------|---|------------------------------------|
| Last Name:   |         | First Name:  |                      | M.I.:   | Gender:                            |
| Date of Birth:   |         | SSN:         |                      | Phone:  |                                    |
| Permanent Address:   |         |              |                      | Apt./Unit#:   |                                    |
| City:  |         | State:       | ZIP:                 |   | Email:                             |
| <b>Are you a U.S. citizen?</b>   |         | Yes          | No                   | If no, are you authorized to work in the United States? | Yes No                             |
| <b>Are you the age of 18 or over?</b>  |         | Yes          | No                   |   |                                    |
| <b>Are you an Undergrad?</b>   |         | Yes          | No                   | <b>No. of Units this Quarter</b>                        | <b>GPA:</b>                        |
| <b>Do you have Work Study?</b>   |         | Yes          | No                   | If yes, amount of award:                                |                                    |
| <b>Have you worked at UCI before?</b>  |         | Yes          | No                   | If yes, please list department(s):                      |                                    |
| EMERGENCY CONTACT  |         |              |                      |   |                                    |
| <b>Name:</b>   |         |              | <b>Relationship:</b> |   | <b>Phone:</b>                      |
| <b>ACKNOWLEDGEMENT OF HIRE:</b> I certify that my answers are true and complete to the best of my knowledge                  |         |              |                      |   |                                    |
| Signature:   |         |              | Date:                |   |                                    |
| <b><u>Position Details- To be completed by Hiring Manager</u></b>  |         |              |                      |   |                                    |
| Title Code   |         | Project Code |                      | Working Title   |                                    |
| Start Date   |         | End Date     |                      | Account   | Fund Sub                           |
| Hourly Paid?   | No      | Yes, Rate    |                      | Percent   | *Max permitted 49%, (~19.5 hrs/wk) |
| Monthly Paid?  | No      | Yes, Rate    |                      |   |                                    |
| If TRS is Required   | Primary |              |                      |   |                                    |
|  | Backup  |              |                      |   |                                    |
| <b><u>Hiring Manager: Complete the following if hiring applicant into more than 1 position</u></b>                           |         |              |                      |   |                                    |
| Title Code   |         | Project Code |                      | Working Title   |                                    |
| Start Date   |         | End Date     |                      | Account   | Fund Sub                           |
| Hourly Paid?   | No      | Yes, Rate    |                      | Percent   | *Max permitted 49%, (~19.5 hrs/wk) |
| Monthly Paid?  | No      | Yes, Rate    |                      |   |                                    |
| <b>I, the hiring manager/supervisor, have verified that the above position details indicated are approved and budgeted?*</b> |         |              |                      | Yes   | No                                 |
| <b>Supervisor Print Name</b>   |         |              |                      | Date  | Ext.                               |
| <b>Supervisor Signature</b>  |         |              |                      |   |                                    |

- 1) APPLICANT: Electronically Complete "Applicant Information" section. Provide completed form to Hiring Manager.
- 2) HIRING MANAGER: Complete "Position Details" section; Hiring Manager will submit completed form to Payroll & HR Manager for processing  
\*Please note, any future changes to applicant's pay-rate, title code, TRS supervisor, etc., will require resubmission of this form